

CONVENTION CENTER WORKER I*Class Definition*

Under supervision, performs specialized work in the set-up and striking of Convention Center facilities and activities.

Distinguishing Characteristics

Convention Center Worker I is the working level class in the Convention Center Worker series. Incumbents receive training and perform a wide variety of set-up, strike, custodial, and maintenance duties to accommodate the events and functions that take place in Convention Center facilities. A Convention Center Worker I may act as a crew leader to employees and temporaries in the set-up, strike, and custodial activities of the Convention Center. This class is distinguished from Convention Center Worker II in that incumbents of the latter have primary responsibility for the modification and maintenance of Convention Center facilities and equipment.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Reads, interprets, and carries out instructions of event manifest.

Monitors event or function in progress.

Operates equipment including fork lifts and power dollies.

Installs, removes, and stores portable and ice floors, hockey goals, dasherboards, and other equipment and staging required for Convention Center events.

Arranges, removes, and stores chairs, tables, equipment, and staging required for meetings, examinations, and banquets.

Participates in set-up, clean-up, and maintenance activities prior to, during, and after Convention Center events or functions.

Under supervision, performs repairs and routine maintenance on a variety of Convention Center facilities, tools, equipment, and staging.

May assist in the set-up of lighting and sound equipment, including microphones, mixers and speakers.

May lead a small crew of co-workers and/or temporaries engaged in set-up or maintenance activities.

Operates a variety of hand and power tools and equipment.

Assists in searches of Convention Center facilities in the event of bomb threats or other potential hazards.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the tools, methods, and equipment used in building maintenance and repair work.

Knowledge of fire and safety regulations affecting the safety of the public.

Ability to learn the requirements of various types of events scheduled at the Convention Center facility.

Ability to perform minor carpentry, mechanical, and electrical repairs.

Ability to develop and maintain effective working relationships with fellow workers.

Ability to deal tactfully with Convention Center patrons and licensees.

Ability to follow oral and written instructions.

Ability to perform heavy manual labor.

Minimum Qualifications

One year of paid work experience performing building equipment and grounds maintenance or industrial custodial work.

Necessary Special Requirement

Possession of a valid California Driver's license at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

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